

**INSTRUCTIONS FOR APPLICATION**  
**TO BE LICENSED AS A CONSTABLE**

1. File Application and complete Certification of No Convictions

District Court  
Office Of Deputy Administrator  
One Dorrance Plaza  
Providence, RI 02903

2. Training

- a. Letter of Certification of Completion of Training
- b. Letters from two (2) attorneys certifying that you are a proper candidate for being licensed as a constable

3. Testing

- a. Upon presentation of Certifications, a test will be administered.

**CONTACT:**

Patricia Dankievitch, Deputy Administrator  
458-5214

Upon your satisfactory passing the test, an appointment will be made to appear before the Constables' Board. The Board will either recommend approval or rejection to the Chief Judge.

The Chief Judge of the District Court will then review the file and either grant or deny licensing.

4. Upon approval: The Court will set a date for the filing of a \$5000.00 bond and the swearing in.

A fee of \$200.00 will be required to be paid to the State of Rhode Island at that time.( This is a yearly renewal fee.).

A photo-ID will be taken at this time.

\$200.00 yearly fee

**DISTRICT COURT RULES & REGULATIONS RELATING TO THE LICENSING,  
DUTIES & CONDUCT OF DISTRICT COURT CONSTABLES**

**INTRODUCTION**

**1.     Licensing of constables to serve District Court process;  
Revocation.**

No person shall act as a constable serving District Court process or executing its writs unless licensed by the Chief Judge, pursuant to statutory authority and these rules. All constables appointed pursuant to these rules serve at the pleasure of the Chief Judge and such appointment may be revoked at any time. The chief clerk shall cause to be maintained a register of all constables licensed by the chief judge. The chief judge shall designate, from time to time, the number of constables to be licensed pursuant to these rules.

(Adopted June 13, 1989; As amended June 12, 1995.)

**I.   LICENSING.**

**2.     Application process.**

(a) Constables licenses shall only be granted to natural persons. All service of process pursuant to the authority granted by the Chief Judge shall be completed by a duly licensed constable and not by any unlicensed agent of a licensee. See R.I. General Laws 45-16-14

(b) Any person desirous of being licensed as a District Court constable pursuant to §45-16-4.1 of the General Laws (limited Powers) shall file an application therefor under oath with the Chief Judge on a form provided for that purpose.

Said application shall contain the following information:

- (1) Full name;
- (2) Address(where the applicant actually resides);
- (3) Mailing Address, if any;
- (4) A Telephone number, where the licensee may be reached without delay;
- (5) Whether the applicant has ever been convicted of a crime (felony or misdemeanor) in this or any other state;
- (6) Whether the applicant has any criminal charges pending at the present time.

(c) All constables licensed pursuant to these rules shall update any changes in the information supplied pursuant (to) subdivision (b) of this Rule with the office of The Chief Judge without delay.

(Adopted June 13, 1989; As amended June 12, 1995.)

**3. Examination & Training.**

(a) Each applicant shall be required to take an examination. A score of 75% or more shall be considered a passing grade.

(b) Each applicant who has passed the examination described in subsection (a) shall be granted a training license. Said training license will permit the trainee to assist a licensed constable for a period of ninety (90) days from date of issuance; during this period the trainee will receive instruction in the practical aspects of a constable's duties from the licensed constable. A trainee may not serve process during this period.

(c) At the conclusion of said ninety day period, the constable shall report to the chief judge on the aptitude of the trainee, indicating whether the trainee is satisfactory or unsatisfactory.

(d) The application, together with the results of the written test and the proof of the training term described above shall be forwarded to the Constables Disciplinary Board, which shall meet with the candidate for licensure to consider the merit of the application. Said meeting shall be conducted by a panel of the Board and shall consist of an oral examination on the legal and practical aspects of a constable's duties and the character and fitness of the candidate. The Board shall thereafter make comment to the Chief Judge on the merit of the application and whether the candidate should be licensed as a constable.

(Adopted June 13, 1989; As amended June 12, 1995.)

**4. Appointment.**

(a) The chief clerk of the court shall cause to be kept under his care and control a list of all applicants who have met the requirements of Rule 3. From said list, the Chief Judge shall from time to time select applicants who shall be appointed.

(b) Any applicant so selected may be sworn in upon depositing the bond required by §45-16-4.1 with the chief clerk and shall be given a license and an identification card.

**5. Duration of license.**

Unless otherwise indicated, the license granted under Rule 4 shall be valid for a period of one (1) year from the date of issuance, unless sooner revoked by the Chief Judge.

## **II. RENEWAL.**

### **6. Renewal procedure.**

Any person holding a license under paragraph 5 may apply for its renewal, fourteen days before its expiration, by filling out an application on a form provided and presenting a new bond.

On and after June 1, 1996, any constable seeking renewal of a license granted pursuant to these rules shall submit proof that he or she has completed five (5) hours of continuing education in the area of service of process within the next prior twelve (12) month period. In order to be the basis for credit under this rule, a program must receive prior approval from the Chief Judge as to its appropriateness.

(Adopted June 13, 1989; As amended June 12, 1995.)

## **III. FULL POWERS LICENSES.**

### **7. Full powers license-application.**

Any constable who has held a District Court constables license under §45-16-4.1 for a period of one (1) year may apply for a license granting full powers under §45-16-4.3. Said application will be on a form provided and under oath. An examination as to full powers duties shall be taken and a grade of 75% or more shall be considered a passing grade. The applicant for full powers shall also present a letter from a constable holding full powers that said constable has observed the applicant and that, in the opinion of the fully licensed constable, the applicant is ready and able to assume full powers. Said application for full powers shall be reviewed by the chief judge; an applicant for full powers may be so appointed by the Chief Judge if, in his sole discretion, said appointment will be in the best interests of justice. If it is deemed appropriate, an application for full powers license may be referred by the Chief Judge to the Constables Disciplinary Board for review and comment. Any applicant so selected will then receive a full powers license upon the filing of the additional bond referred to in §45-16-4.3 with the chief clerk of the court.

(Adopted June 13, 1989; As amended June 12, 1995.)

## **IV. REVOCATION.**

### **8. Revocation.**

The license of any constable, whether issued pursuant to §§45-16-4.1 or 45-16-4.3, may be revoked at any time by the Chief Judge in his sole discretion. The fact that the Chief Judge may require a hearing to be held before himself or his designee shall not be construed as indicating any constable has a right to such a hearing. A constable shall notify the chief clerk of the court of any change in his telephone number or address. Failure to notify the court of such a change shall be considered grounds for immediate revocation.

## **V. PERFORMANCE OF DUTIES.**

**9. Duties.**

The constable's performance of his duties shall be governed by applicable statutes, rules of court procedure, and these rules and regulations.

**10. Use of Badges or emblems prohibited.**

No constable shall display any badge or emblem in the course of his duties except that which is provided by the court.

**11. Wearing of firearm prohibited.**

No constable shall wear any firearm while performing the duties of a constable.

**12. Effective date.**

These rules shall become effective on July 1, 1989  
As promulgated on this thirteenth day of June, 1989.  
As amended June 12, 1995.

Albert E. DeRobbio  
Chief Judge

**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**

**I \_\_\_\_\_ hereby certify that I have not been convicted of any crime or misdemeanor, and at this time, am not presently on probation or awaiting sentencing in any criminal matter. And that I have no charges pending in any court in the State of Rhode Island or any other state.**

**Signed to certified on this day \_\_\_\_\_, 200\_\_**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Address**

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
RHODE ISLAND DISTRICT COURT  
OFFICE OF THE CHIEF JUDGE

APPLICATION FOR APPOINTMENT AS CONSTABLE

(This application must be supported by letters from two licensed attorneys for whom the applicant has served or intends to serve process.)

I hereby make application for appointment as a Constable with power to serve certain civil process in the District Court as delivered in §45-16-4.1 and §45-16-4.3 of the General Laws of the State of Rhode Island.

NAME: _____		
last	first	middle
DATE OF BIRTH: ____ / ____ / ____		
month	day	year
RESIDENCE: _____		
number	street	
_____		
city	state	zip
TEL: _____ FAX: _____		
area code	number	
MAILING ADDRESS(if different):		
_____		
number	street	
_____		
city	state	zip
OCCUPATION: _____		
BOND PROVIDED BY: _____		

I hereby certify that the above information is accurate. I further agree that, if licensed, I will abide by the rules and regulations as promulgated by the Chief Judge of the District Court as provided for in §8-8-12(j) of the General Laws.

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

(DO NOT WRITE BELOW THIS LINE)

DATE FILED \_\_\_\_\_ LETTERS RECEIVED \_\_\_\_\_

FEE PAID \_\_\_\_\_ INVESTIGATION \_\_\_\_\_

LICENSE ISSUED \_\_\_\_\_ LICENSE NUMBER \_\_\_\_\_